



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

May 6th, 2019 @ 7:00 PM

MINUTES

Mayor Olson called the Committee-of-the-Whole Council Meeting to order at 7:00 PM followed with the Pledge of Allegiance.

Oath of Office: Chief Judge for the 23rd Judicial District, Judge Robert Pilmer, swore in newly elected aldermen Richard W. Robinson, Cara Killey, Charles Shane Surratt, and Fred R. Kreinbrink.

Roll call was taken:

Present: Mayor Olson, City Clerk Ii, Aldermen Chmielewski, Dell, Killey, Kreinbrink, Redden, Robinson & Surratt

Also present: Attorney Harrill, Department of Public Works / City Engineer Horak, Chief Bianchi & EMA Director Ciciora

Absent: Alderman Kelleher & City Treasurer Webber

Mayor Olson:

Poppy Days Proclamation was read by Mayor Olson declaring May 10th & 11th, 2019, as Poppy Days and asking citizens to pay tribute to those who have made the ultimate sacrifice in the name of freedom.

ABATE (A Brotherhood Aimed Toward Education) Proclamation was read by Mayor Olson promoting the safe operation of motorcycles as well as promoting motorcycle safety, education and awareness. The month of May has been declared Motorcycle Awareness Month.

GWRRA (Gold Wind Road Riders Association) Motorist Awareness Program Proclamation was read by Mayor Olson encouraging motorcycle awareness and safe motoring.

Safety Committee Discussion: At the request of the City's liability insurance, a safety committee will be formed consisting of departmental heads and other interested persons. The committee, consisting of a chairperson and secretary, will meet to discuss training and safety issues for their respective departments. More information will be shared at a future meeting.

Discussion on Auditors FY 2019-2020: An engagement letter has been received from CliftonLarsonAllen, LLP confirming terms and objectives for the year end April 20, 2019 audit. Their services would include nonaudit services such as preparation of depreciation schedules, preparation of adjusting journal entries, and preparation of the State of Illinois Annual Financial Report.

Estimated cost of the audit is \$20,900.00. There has been a timing issue the past two years that caused delays in obtaining a completed audit and the filing of required annual reports, such as the Treasurer's Report.

Discussion on Lauterbach & Amen Contract Renewal: This matter was removed from the agenda. Wes Levy, representing Lauterbach & Amen, will be in the office on Wednesday, May 8th, to discuss with management policy proposals and financial areas to be addressed. Alderman Kreinbrink commented he favors competitive bidding, and would like to see the City let out to bid for accounting services. He requested an hourly breakdown on costs for the accounting firm's services, and would like the Council to consider hiring a person for accounting purposes. The City has had an accounting vacancy since November, 2016, and has outsourced all financial matters since last summer.

Recognition of Bill McMahon Retirement: After 24 years of service as an alderman for Ward 4, Bill McMahon was presented with a plaque upon his retirement. Mayor Olson shared a story that he had never seen an alderman filibuster until Bill McMahon took office. Cake and punch were served at the end of the meeting.

Foster, Buick, Conklin & Lundgren LLC: No report

City Clerk li read an Abstract of Votes as received from the DeKalb County Clerk for the April 2nd election. After a canvass of votes, the following candidates have been certified as the winners in the following wards: Ward 1, Richard W. Robinson (158 votes); Ward 2, Cara L. Killey (82 votes); Ward 3, Charles Shane Surratt (86 votes); and Ward 4, Fred R. Kreinbrink (160 votes).

Clerk li asked the Council when the 3% service fee should be reinstated for all credit card usage at City Hall. The service fee had been discontinued approximately 18 months ago as a means to encourage credit card usage via telephone and reduce foot traffic at City Hall. In preparation of the 2019-2020 budget, Council expressed interest in reinstating the fee. Council favored June 1, 2019 as the effective date.

City Treasurer: Absent

Director of Public Works / City Engineer Horak

ZBA 2019-01 (713 S. Main Street): At the Zoning Board of Appeals regular meeting of Tuesday, April 23, 2019, the Board granted a variance to eliminate landscaping requirements for a reconstructed, off-street parking lot by a vote of 5:0.

2019 MFT (19-00000-01-GM): Bid opening is scheduled for Monday, May 20, 2019 at 10:00 AM. The project will consist of Center Street (Mechanic Street to Washington Street) to include street pavement reconstruction, sidewalk reconstruction, curb ramps and detectable warnings. Kees Lane (South End to Griswold Springs Road) will consist of street pavement reconstruction. 6th Street/Latham Street will consist of curb ramps and detectable warnings. Wells Street (Hall Street to Church Street) will consist of sidewalk reconstruction and curb ramps with detectable warnings.

2019 Sanitary Sewer System Inflow and Infiltration Reduction Program – Phase 2 for Subbasins A & E: Engineer Horak had distributed a proposal on March 1, 2019 for an engineering services agreement with Engineering Enterprises, Inc. of Sugar Grove, IL for an amount not to exceed \$79,340.00. Manhole inspections and smoke testing would affect areas north of Crofoot Street,

easterly of Castle Street, westerly of Main Street, portions along Arnold Street, and to the City's north boundary line. This matter will be placed on next week's agenda for approval.

Fairwinds of Sandwich PUD and Deerpath Woods PUD Annexation Agreements – Impact Fees for Undeveloped Lots: Engineer Horak wanted the Council to be aware that per the respective annexation agreements, if the subdivision is not fully developed by a specified time, the developer can pay the City all of the enhanced fees and utility infrastructure fees listed in the annexation agreement or enter into an amended agreement extending the time for the final payment of all such fees. Fairwinds timeline is by the 18th anniversary day of the 2006 agreement, and Deerpath Woods is July 15, 2020.

Announcement: Email correspondence has been received from SoFi Communications requesting permission to place an antenna on the City's water tower for high-speed broadband access for LaSalle, Kendall & DeKalb Counties. The private company, located in Sheridan, will offer wireless internet service to areas beyond traditional providers and without options for internet. SoFi is also currently working with the Village of Somonauk. Engineer Horak will have more information in the upcoming weeks.

Chief Bianchi: No report

EMA: No report

Alderman Chiemlewski: No report

Alderman Dell: No report

Alderman Kelleher: Absent

Alderman Killey advised that the finance committee would meet immediately following this evening's Council meeting.

Alderman Kreinbrink thanked everyone for their support during his election campaign. He reported on the April 27th meeting with Wilshire / Wentworth landlords and tenants. In attendance, apart from himself, were City Clerk Li, and Aldermen Chmielewski and McMahon. May 18th has been designated as spring cleanup at the apartment complex, and potholes will be filled by the same date.

Alderman Redden: No report

Alderman Robinson: No report

Alderman Surratt proposed allowing businesses that serve liquor be allowed to remain open an extra hour during special events this summer. The current liquor hours are 6 AM – 1 AM, Monday through Saturday, and 10 AM – 1 AM on Sunday. During the fair, all bars are allowed to remain open until 2 AM.

New Business: None

Audience Comments: None

Adjournment: There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderman Redden to adjourn the Committee-of-the-Whole Council meeting at 7:40 PM. Motion carried unanimously by voice vote.**

/s/ Denise li – City Clerk